

SECTION G
CONTRACT ADMINISTRATION DATA

G-1. Contract Administration

The Procuring Contracting Officer (PCO) for this contract is:

Contracting Officer
Office of the Assistant Secretary of Defense for Health Affairs
TRICARE Management Activity
Contract Management Division
16401 East Centretch Parkway
Aurora, CO 80011-9066

G-2. Contracting Officer's Representative (DFARS 252.201-7000) (Dec 1991) [ref 201.602-70]

(a) Definition. "Contracting officer's representative" means an individual designated in accordance with subsection 201.602-2 of the Defense Federal Acquisition Regulation Supplement and authorized in writing by the contracting officer to perform specific technical or administrative functions.

(b) If the Contracting Officer designates a contracting officer's representative (COR), the Contractor will receive a copy of the written designation. It will specify the extent of the COR's authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

G-3 Contract Payments - Disbursed by TMA - Aurora

G-3.1. General.

G-3.1.a. The basis for payment to the Contractor shall be the prices specified in Section B of this contract and as specified within delivery orders issued under this contract.

G-3.1.b. Methods of Payment to the Contractor.

G-3.1.b.1. All payments made by the Government will be made by electronic funds transfer (EFT).

G-3.1.b.2. Benefit payments will be facilitated by permitting the contractor to withdraw funds directly from the Federal Reserve. These draws must be based on approved contractor payments clearing the contractor's bank account (less related deposits) as described in Chapter 3 of the TRICARE Operations Manual (TOM).

G-3.2 Invoices.

G-3.2.a. TRICARE ENCOUNTER DATA (TEDS) Supported Invoices. Submission of TEDS to TMA will be considered submittal of an invoice.

G-3.2.b. Non-TEDS Supported Invoices.

G-3.2.b.1. Electronic invoices are the preferred method of submittal. The Contractor can submit electronic invoices by accessing the TMA provided invoicing website. The TMA website will provide electronic forms (e.g. SF 1034 or DD 250) that can be completed and submitted on-line. Supporting documentation may be attached electronically.

G-3.3 Payments to the Contractor.

G-3.3.1. Benefits Payments.

G-3.3.1.a. General Description. Payment to the Contractor for benefit payments will be facilitated by allowing the contractor (through the contractor's financial institution) to draw money from the designated Federal Reserve Bank. These draws may only be done to cover payments that have been approved for release by TMA and are clearing the

SECTION G
CONTRACT ADMINISTRATION DATA

contractor's financial institution on the day the draw is being accomplished. These draws must be reduced by deposits so the bank account will have close to a zero dollar balance at the end of each day.

G-3.3.1.b. The contractor shall comply with the detailed instructions for these transactions outlined in the TOM, Chapter 3.

G-3.3.1.b.1 Types of Payments.

G-3.3.1.b.1.i. TEDS Related Benefit Payments. These are payments to a provider or beneficiary supported by a TEDs submission to TMA. See TOM Chapter 3, Section 3.

G-3.3.1.b.1.ii. Non-Routine Payments and Vouchers. These are payments that are rare, unusual and will only be approved by the Government due to exceptional circumstances. These are transactions that must be done manually. If a transaction can be done through TEDs or other standard procedures they must be done by those procedures – see TOM Chapter 3, Section 5.

G-3.3.1.b.1.iii. No payments will be approved by TMA that are advance payments or otherwise represent claims that have not been completely computed.

G-3.3.2 Claims Rate Payments (see TOM Chapter 3, Section 9).

G-3.3.2.a. Claims rate payments for processing claims are based on TEDs being accepted provisionally or clearing all edits, whichever comes first. These are identified in the TEDS manual.

G-3.3.2.b. Payment terms. Claims processing payments are paid 30 days from the date of the cycle that included the accepted or cleared TEDs. If cycle processing is delayed by TMA, this period will be shortened to account for TMA downtime.

G-3.3.2.c. No separate invoices are required for claims processing payments based on the automated processes tied to claims clearing TEDs edits. However, invoices are required for non-automated payment requests, unless otherwise instructed by Contract Resource Management (CRM.)

G-3.3.3 Administration. The contractor shall submit invoices based on the monthly prices in Section B.

G-3.3.4. Contracting Officer Directed Travel. Submit invoice, with supporting documentation (including original airline receipts, hotel, and rental car receipts), following completion of travel. Travel must be in accordance with the JTR (Joint Travel Regulations).

G-3.3.5. Benefit Payments - Special Circumstances.

G-3.3.6.1. Residual Claims. Claims for service provided prior to start of the Contract will be paid as described in paragraph G-3.3.2.

G-3.3.7. Performance Guarantees. The Government will make collections by withholding the appropriate amount from the next payment to the Contractor. See clause H-2.

G-3.3.8. Transition-In. The Contractor shall submit partial payment invoices on a monthly basis against the total lot price in Section B.

G-3.3.9. Transition-Out. The Contractor shall submit an invoice based on the price in Section B.

G-3.4. Payments From the Contractor to the Government (Collections by TMA).

G-3.4.1. Payments from the Contractor to TMA will be made electronically following the bank routing direction provided by CRM.

SECTION G
CONTRACT ADMINISTRATION DATA

G-3.4.2. TMA reserves the right to collect overpayments made to the Contractor from the payments due to the Contractor (including any other contract payments due the Contractor from any other contracts it may hold with TMA), or which type of transaction.

G-4. Ordering Activity.

G-4.1. The TMA-Aurora Procuring Contracting Officer (PCO) has the authority to issue delivery orders or task Orders under the Requirements CLINs of this Contract.

G-4.2. The PCO will issue delivery orders or task orders on DD Form 1155, Order for Supplies or Services. Orders may be placed by facsimile transmission, mail, or courier.